



**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

Phone: 503-842-2472

Fax: 503-842-3445

**Regular Board Meeting
Tuesday – February 12, 2013 - 5:30 P.M.**

Call to Order and Roll Call: Chairman Decker called the meeting to order at 5:30 P.M.
D. Reeves did the roll call of the board.

Board Members Present:

Carolyn Decker
Alene Allen
Dave Schrom
Steve Forster

Board Members Absent:

Cheryl Davy (excused)
Aaron Zimmerman (excused)

Staff Present: TURA Administrator Paul Wyntergreen, Executive Assistant Debbi Reeves, Urban Designer Terra Wilcoxson

Guests/Public:

Ruth LaFrance, Charles Wooldridge, Tilda Chadwick Jones

HANDOUTS PRIOR TO THE MEETING:

- (1) Revised Check List \$14,462.30
- (2) Request for TURA Support Letter from Terra Wilcoxson
- (3) Email and Revised Pelican Brewing Company loan documents
- (4) Recommendation from the Proposal & Justification Committee for 1906 1st Street, Todd Bouchard aka Obb Partners LLC

Committee Appointments:

Chairman Decker asked if everyone was okay with the list of committee members as presented. There were no issues with committee assignments. **D. Reeves** noted the committee descriptions included in the packet.

- **D. Schrom** made a motion to accept the committee members as presented with the acceptance of Ruth LaFrance being admitted to the Board. **S. Forster** seconded the motion. Ayes were received by all board members present. The motion passed unanimously.

Approval of the Minutes:

Chairman Decker asked if everyone had read the minutes of the January meeting. **D. Schrom** asked about the names of the board members no longer listed on the footer of the letterhead. **D. Reeves**

explained she had been changing the names as the board changed but recently the names had been changing monthly and she will add the names back on.

- **S. Forster made a motion to approve the minutes of the January 9, 2013 meeting as written. D. Schrom seconded the motion. Ayes were received by all board members present. The motion passed unanimously.**

Approval of Bills:

Chair Decker stated a revised Check List had been handed out prior to the meeting. The new total bill amount is \$14,462.30. **D. Reeves** explained an invoice from the accountants had come in today.

- **S. Forster made a motion to pay the bills in the revised amount of \$14,462.30 check #706-714). A. Allen seconded the motion. The vote was called for and ayes were received by all board members present so the motion passed.**

Financial Report:

D. Reeves noted the December 31, 2012 financial report looked fine. The board accepted it as presented.

Public Non-Agenda Items:

Chair Decker asked if anyone in the audience would like to speak on non-agenda items.

Charles Wooldridge, 5620 A Street, Bay City OR 97107 introduced himself and explained he was here to speak about the Hoquarton House. He commented on the plans for the house, the phases of planning, the historic significance of the house, county involvements, and parking. He noted they will be coming to TURA for assistance if possible. They have a deadline for moving the house by April 17, 2013.

New Business:

- 1) **Board Vacancy and Appointment:** **Chair Decker** stated there was only one applicant for the vacant board position which was **Ruth LaFrance**.

- **S. Forster made a motion for the approval to fill the board vacancy with Ruth LaFrance to the TURA board immediately. D. Schrom seconded the motion. The vote was called for and ayes were received by all board members present so the motion passed.**

R. LaFrance took her seat on the dais.

- 2) **Letter of Support Request:** **Chair Decker** asked **T. Wilcoxson** to speak about her support request. **T. Wilcoxson** commented on the other letters of support she has requested, the grant funding obtained and the new request for support. There was discussion about the grants and the projects.

➤ **S. Forster made a motion to write letters of support for both the PUD and the CIRD applications and to authorize the Chair to sign on behalf of the TURA board. R. LaFrance seconded the motion. The vote was called for and ayes were received by D. Schrom, C. Decker, R. LaFrance, and S. Forster. A. Allen abstained. The motion passed by a majority.**

- 3) **Set 2013-2014 Budget Dates:** P. Wyntergreen went over the budget schedule. S. Forster noted the City Council had changed the dates to April 23rd and April 30th. P. Wyntergreen explained the TURA budget committee meets before the City Council budget committee and generally takes one meeting. The meetings will begin at 5:30 p.m.
- 4) **Proposal Committee:** D. Schrom handed out a report and recommendation from the Proposal and Justification Committee, for the Design Assistance application submitted by **Todd Bouchard**, Obb Partners U, LLC for the property at 1906 1st Street. D. Schrom explained the recommendation to split the estimate cost of \$1200 with the applicant. He also explained that if the design was not what TURA was looking for and there were additional costs the board may want to assist with those costs.

➤ **S. Forster made a motion to approve the payment of \$600 of the \$1200 architectural billing for the façade design assistant request for 1906 1st Street, Tillamook. A. Allen seconded the motion. The vote was called for and ayes were received by all board members present. The motion passed.**
- 5) **2011-2012 Final Audit Review and Update on Audit RFQ:** P. Wyntergreen explained the final audit for FY 2011-2012 was enclosed for board review. He noted some of the comments made by the auditors but in general it was a good audit. He asked the board to review the audit and bring back questions to the next meeting.

Pending Business:

- 1) **Pelican Brewing Company Contract:** P Wyntergreen stated the revised contact agreements had been received from the attorney's and handed out prior to the meeting. He had spoken with **Mary Jones** and **Jeff Schons** and they have accepted the revisions on the First Agreement and offered counter proposals on the Second Agreement. P. Wyntergreen went over the revisions and noted TURA Attorney **Jeannette Launer** has reviewed and commented in an email. There was board discussion about the agreements, changes to family wage jobs, and employment targets. Both **S. Forster** and **D. Schrom** noted they did not like the changes to the percentage of jobs that will have annual salaries of \$32,000 or more. There was further discussion about salaries in Tillamook and employment targets.

➤ **S. Forster made a motion to approve both of the loan agreements as presented and to authorize the Chair to sign. D. Schrom seconded the motion. There was discussion about financing options and the project. The vote was called for and ayes were received by all board members present so the motion passed.**

- 2) **Financial Cash Flow Review and Work Session:** **P. Wyntergreen** explained the spreadsheets enclosed in the board packets noting these were for FY 2012-2013 and FY 2013-2014. There was discussion about the 3rd Street Project and potential refund. He commented on the long range spreadsheet and the possibility of future property purchases in 2013-2014. He noted a board Work Session is encouraged.

Committee Reports:

- 1) **Sunseri Dutch Mill Project:** **D. Reeves** commented she had spoken to **Kathy Sunseri**. **Sunseri's** are looking for a new contractor to quote the repairs and renovations. **P. Wyntergreen** commented on the city's possible changes in the Town Center Plan to flat marquee awnings while **Sunseri's** are looking at a canvas awning. There was discussion.
- 2) **Streetscapes Committee Report:** **R. LaFrance** spoke about the sidewalk designs for the pilot project on 2nd Street. She spoke about the colors of planters. **P. Wyntergreen** commented on Resolution 1625 which City Council adopted as the Streetscapes Design Theme. He also noted this same theme will be presented to ODOT for the Intersection Project. **Terra Wilcoxson** will be working on costs.

Correspondence/Information:

- 1) **Tillamook County Quilt Trail Letter:** **D. Reeves** noted this is a 'Thank You' letter from the Quilt Trail for the support which resulted in obtaining a grant.
- 2) **Standing Committee Descriptions:** **D. Reeves** commented this is a list of the current TURA committee's and their purpose. There was discussion about the Neighborhood Improvement Committee, city sidewalks, and TURA assistance.

Concerns of the Board and Non-Agenda Items:

C. Decker stated she would like to comment on the upcoming appeal of the PUD Conditional Use Permit. **S. Forster** stated that because of his position on the City Council he would not be able to participate on any discussion regarding this issue. It was decided to hold off discussing this topic until after the Executive Session so that **S. Forster** could participate in the Executive Session and then he would leave the meeting after that.

Executive Session:

Chairman Decker read the Executive Session disclosure statement and cited ORS 192.660 (2) (e) and 192.660 (2) (h). The regular meeting was adjourned into Executive Session at 6:50 P.M.

Chairman Decker reconvened the regular meeting at 7:15 P.M.

➤ **S. Forster** made a motion for the approval to the attorney to send the Notice of Acceleration letter to John Janac and for the approval of Resolution 2013-01 authorizing a Notice of Acceleration action for TURA's interests in the IOOF Building. **R. LaFrance** seconded the motion. There was discussion. The vote was called for and ayes were received by all board members present. The motion passed.

At 7:20 p.m. **S. Forster** excused himself from the meeting due to his conflict with a discussion regarding the PUD Conditional Use Permit.

Concerns of the Board (cont.):

C. Decker stated she has met with the appellants in the appeal to the City Council on the PUD Conditional Use Permit. She explained. There was discussion about light industrial, the Pelican Pub project, high voltage power lines, easements, future building, and property devaluation. **C. Decker** read a letter of her personal opinion into the record. **P. Wyntergreen** commented that when PUD had come before TURA in March 2011 they proposed a different route. He explained the differences. He also explained what can and cannot be in the appeal record now. There was discussion about the route, zoning ordinances, and underground placement of the lines.

The board decided to hold a Financial Planning Work Session on February 27, 2013 at 5:30 p.m.

Meeting Schedule:

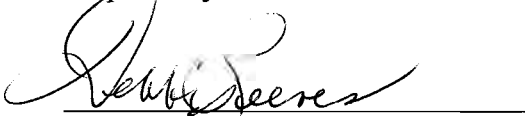
The next regular board meeting will be held on March 13, 2013.

Adjournment:

With no further business **Chairman Decker** adjourned the meeting at 7:30 P.M.


Carolyn Decker - TURA Chairman

Prepared by:


Debbi Reeves
Executive Assistant